



8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

*The Potterville Housing Commission continues to partner with local domestic violence shelters, Continuum of Care, Department of Human Services and the Ingham County Housing Commission. Working closely with the ICHC has enabled the PHC to expand its knowledge base and networking contacts so as to reach the broader needs of its jurisdiction.*

**Housing Needs of Families on the PHA's Waiting Lists**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	146		3
Extremely low income <=30% AMI	130	89%	
Very low income (>30% but <=50% AMI)	15	10%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	138	94%	
Elderly families			
Families with Disabilities	8	5%	
Race/ethnicity	63 Cauc	43%	
Race/ethnicity	81 Afr. Amer.	55%	
Race/ethnicity	2 Hisp.	1%	
Race/ethnicity			

Characteristics by  
Bedroom Size (Public  
Housing Only)

1BR	48	32%	
2 BR	56	38%	
3 BR	36	24%	
4 BR	6	4%	
5 BR	0		
5+ BR	0		

Is the waiting list closed (select one)?  No  Yes

If yes:

**HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?**

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

9.0

### Housing Needs of Families on the PHA's Waiting Lists

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	65		4
Extremely low income <=30% AMI	63	96%	
Very low income (>30% but <=50% AMI)	2	3%	
Low income (>50% but <80% AMI)			
Families with children	57	87%	
Elderly families			
Families with Disabilities	7	14%	
Race/ethnicity	57 Cauc.	87%	
Race/ethnicity	7 Afr. Amer.	10%	
Race/ethnicity	1 Hisp.	1%	
Race/ethnicity			

**Characteristics by Bedroom Size (Public Housing Only)**

1BR	28		2
2 BR	37		2
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes

If yes:

**HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?**

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

*The Potterville Housing Commission will employ effective maintenance and management policies to minimize the number of public housing units offline. It will closely monitor and make every effort to keep turnover days of vacated units at a minimum. In addition, the PHC will maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction; market the program to owners particularly outside the areas of poverty and minority concentration; effectively screen Section 8 applicants to increase owner acceptance of the program; apply for additional Section 8 vouchers as they become available; continue to have rent policies that encourage work; affirmatively market to local agencies that assist the target population; affirmatively market to those families who have disproportionate housing needs; and counsel Section 8 tenants as to location of units outside the poverty/minority concentrations.*

*All strategies are based on the ability to satisfactorily fund the Potterville Housing Commission so that it may assist the jurisdiction in meeting its needs.*

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

10.0

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

GOALS STATED IN 2005-2009 FIVE YEAR PLAN:

Goal 1: Improve the quality of assisted housing – continue to make improvements in order to compete in the rental market. The Potterville Housing Commission has completed a Capital Needs Assessment in order to prioritize the physical needs of the HA. Since the previous 5-Year Plan several kitchens have been updated and a new roof has been installed, a 95% efficient boiler system has been installed, as well as a back-flow preventer for sanity issues.

Goal 2: Increase Assisted Housing Choices – provide Voucher mobility counseling. The PHC has updated its briefing packet to include more information on portability as well as information to assist voucher holders in getting to know how communities can serve their housing and economical needs.

Goal 3: Improve community quality of life and economic vitality – install new locks and doors. To date, not all locks and doors have been replaced due to other physical building needs priorities.

Goal 4: Continue to manage the Potterville Housing Commission's existing housing program in an efficient and effective manner thereby maintaining the scores of a high Performing PHA. Due to the unfortunate untimely passing of the previous Executive Director, the PHC slipped into Troubled status. However, new management has made a significant impact on operations in the past couple of years.

Goal 5: Continue to manage the Potterville Housing Commission in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings. Again, due to the unfortunate untimely illness and passing of the previous Executive Director, the PHC slipped into Troubled status and had program audit findings. However, new management has made a significant impact on operations in the past couple of years and has brought the PHC back into compliance with no findings in its 2009 audit.

Goal 6: HUD shall continue to recognize the Potterville Housing Commission as a high performer. The PHC has remained a High Performer in its Public Housing Program. For years 2007 and 2008, however the Housing Choice Voucher Program was in Troubled Status. Please refer to discussion in goals 4 and 5.

Goal 7: The Potterville Housing Commission shall promote a work environment with a capable and efficient team of employees that will be customer friendly and fiscally prudent leader in the affordable housing industry. The PHC has increased the availability of staff to the residents of Parkview Terrace. Previously, the staff consisted of part-time maintenance, housekeeping and Executive Director. At present, there is part-time maintenance and housekeeping along with a Public Housing administrative assistant and the management team of the Ingham County Housing Commission, which consists of the Executive Director, Deputy Director and Housing Choice Voucher Coordinator. All at minimal financial increase to the PHC.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

*Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing commission that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners*

(c) The Potterville Housing Commission has a Corrective Action Plan in place in regards to its 2008 & 2009 SEMAP designation as "Troubled".

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>
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# **POTTERVILLE HOUSING COMMISSION**

## **VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY & PROCEDURES**

### **I. PURPOSE AND APPLICABILITY**

THE PURPOSE OF THIS POLICY (HEREIN CALLED "POLICY") IS TO IMPLEMENT THE APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 (PUB. L. 109-162 HEREIN CALLED "VAWA") AND MORE GENERALLY TO SET FORTH THE POTTERVILLE HOUSING COMMISSION'S (HEREIN CALLED "PHC") POLICIES AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING, AS HEREINAFTER DEFINED.

This Policy shall be applicable to the administration by PHC of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 et seq.). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

### **II. GOALS AND OBJECTIVES**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by PHC;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between PHC, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by PHC; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by PHC.

### **III. Other PHC Policies and Procedures**

This Policy shall be referenced in and attached to PHC's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of PHC's Admissions and Continued Occupancy Policy, Section 8 Administrative Plan and dwelling lease agreement. As needed, PHC's annual public housing agency plan shall also contain information concerning PHC's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of PHC, the provisions of this Policy shall prevail.

### **IV. DEFINITIONS**

As used in this Policy:

A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

B. *Dating Violence* – means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means-

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## V. ADMISSIONS AND SCREENING

A. *Non-Denial of Assistance*. PHC will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. *Mitigation of Disqualifying Information*. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, PHC, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, PHC shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. PHC will not disregard or mitigate potentially disqualifying

information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## **VI. TERMINATION OF TENANCY OR ASSISTANCE**

A. *VAWA Protections.* Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by PHC:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by PHC as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority of PHC or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither PHC nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority of PHC or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or PHC, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, PHC or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by PHC. Leases used for all public housing operated by PHC and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by PHC, shall contain provisions setting forth the substance of this paragraph.

## **VII. Certification of Domestic Violence, Dating Violence or Stalking**

A. *Requirement for Certification.* The law allows, but does not require, PHC or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the

applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII (C), PHC shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by PHC. Section 8 owners or managers receiving rental assistance administered by PHC may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to PHC or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* - by providing to PHC or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* - by providing to PHC or to the requesting Section 8 owner or Manager, a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by PHC, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 10 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of PHC, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. Confidentiality**

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to PHC or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a

waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by PHC shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

## **IX. Transfer to New Residence**

A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, PHC may, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit. The tenant is responsible for all costs incurred as a result of the transfer, unless a police report is produced and the claim of domestic violence, dating violence or stalking is substantiated therein.

B. *Action on applications.* PHC will act upon such an application promptly.

C. *No right to transfer.* PHC will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of PHC, and this policy does not create any right on the part of any applicant to be granted a transfer.

D. *Family rent obligations.* If a family occupying PHC public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by PHC. In cases where PHC determines that the family's decision to move was reasonable under the circumstances, PHC may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

E. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **X. COURT ORDERS/FAMILY BREAK-UP**

A. *Court orders.* It is PHC's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by PHC and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other PHC policies regarding family break-up are contained in PHC's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## **XI. RELATIONSHIPS WITH SERVICE PROVIDERS**

It is the policy of PHC to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If PHC staff become aware that an individual assisted by PHC is a victim of domestic violence, dating violence or stalking, PHC will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring PHC either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. PHC's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which PHC has referral or other cooperative relationships.

## **XII. NOTIFICATION**

PHC shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## **XIII. RELATIONSHIP WITH OTHER APPLICABLE LAWS**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## **XIV. AMENDMENT**

This policy may be amended from time to time by the Potterville Housing Commission as approved by the PHC Board of Commissioners.

# POTTERVILLE HOUSING COMMISSION

210 E. Main Street • Potterville, MI 48876

## Acknowledgement of Receipt

I hereby certify that I have received a copy of the Violence Against Women Act Policy and Procedures of the Potterville Housing Commission along with a brochure with information regarding the Violence Against Women and Department of Justice Reauthorization Act of 2005.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_



Phone: (517) 645-7076 • Fax: (517) 645-7330

2010 ANNUAL PLAN ATTACHMENT  
VIOLENCE AGAINST WOMEN ACT (VAWA) UPDATE

The VAWA statute and Federal Register dated March 16, 2007 entitled "The Violence Against Women and Department of Justice Reauthorization Act of 2005: Applicability to HUD Programs, page 12697 A., "Public Housing Agency Plans" stipulates that the PHA include in the annual plan a description of activities, services or programs to be offered by an agency, either directly or in partnership with other service providers towards child or adult victims of domestic violence, dating violence, sexual assault or stalking.

The Potterville Housing Commission adopted a Violence Against Women Act Policy. Since that time we have had no families claim protection under the Policy.

Currently, the PHC staff provides referrals to the local domestic violence shelters and meets regularly with the Potterville Police Department.

Shanda Wrozek  
Executive Director

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2010	
PHA Name: Pottersville Housing Commission		Capital Fund Program Grant No: M1133S167501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant Approval: 2010	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$28,064			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Pottersville Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI133S167501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2010	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Revised Annual Statement (revision no: )	
	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
1	1501 Collateralization or Debt Service paid by the PHA		
1	9000 Collateralization or Debt Service paid Via System of Direct Payment		
1	1502 Contingency (may not exceed 8% of line 20)		
2	Amount of Annual Grant:: (sum of lines 2 - 19)	\$28,064	
2	Amount of line 20 Related to LBP Activities		
2	Amount of line 20 Related to Section 504 Activities		
2	Amount of line 20 Related to Security - Soft Costs		
2	Amount of line 20 Related to Security - Hard Costs		
2	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	
Date 07-07-10		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.



**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

<b>Part I: Summary</b>		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revision No:	
PHA Name/Number Potterville Housing Commission/MI167		Locality (City/County & State) Potterville, Eaton County, Michigan			
Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
A.	Annual Statement				
B.	Physical Improvements Subtotal				
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment				
E.	Administration				
F.	Other				
G.	Operations	\$28,064	\$28,064	\$28,064	\$28,064
H.	Demolition				
I.	Development				
J.	Capital Fund Financing – Debt Service				
K.	Total CFP Funds				
L.	Total Non-CFP Funds				
M.	Grand Total				











**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or    Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Potterville Housing Commission  
PHA Name

MI 167  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 20\_\_ - 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<u>Carric F. Bouwman</u>	<u>Board President</u>
Signature	Date
<u>[Signature]</u>	<u>9.11.12</u>

**Civil Rights Certification**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Pottersville Housing Commission

MI 167

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Shanda J Wrozek

Title

Executive Director

Signature



Date

7.11.12

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Potterville Housing Commission

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidy and Housing Choice Voucher Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Parkview Terrace Apartments: 210 E Main Street, Potterville, Michigan 48876

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Shanda J Wrozek

Title

Executive Director

Signature



Date

7/11/12

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Pottersville Housing Commission

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Fund and Housing Choice Voucher Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Shanda J Wrozek

Title

Executive Director

Signature



Date (mm/dd/yyyy)

07/11/2012

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

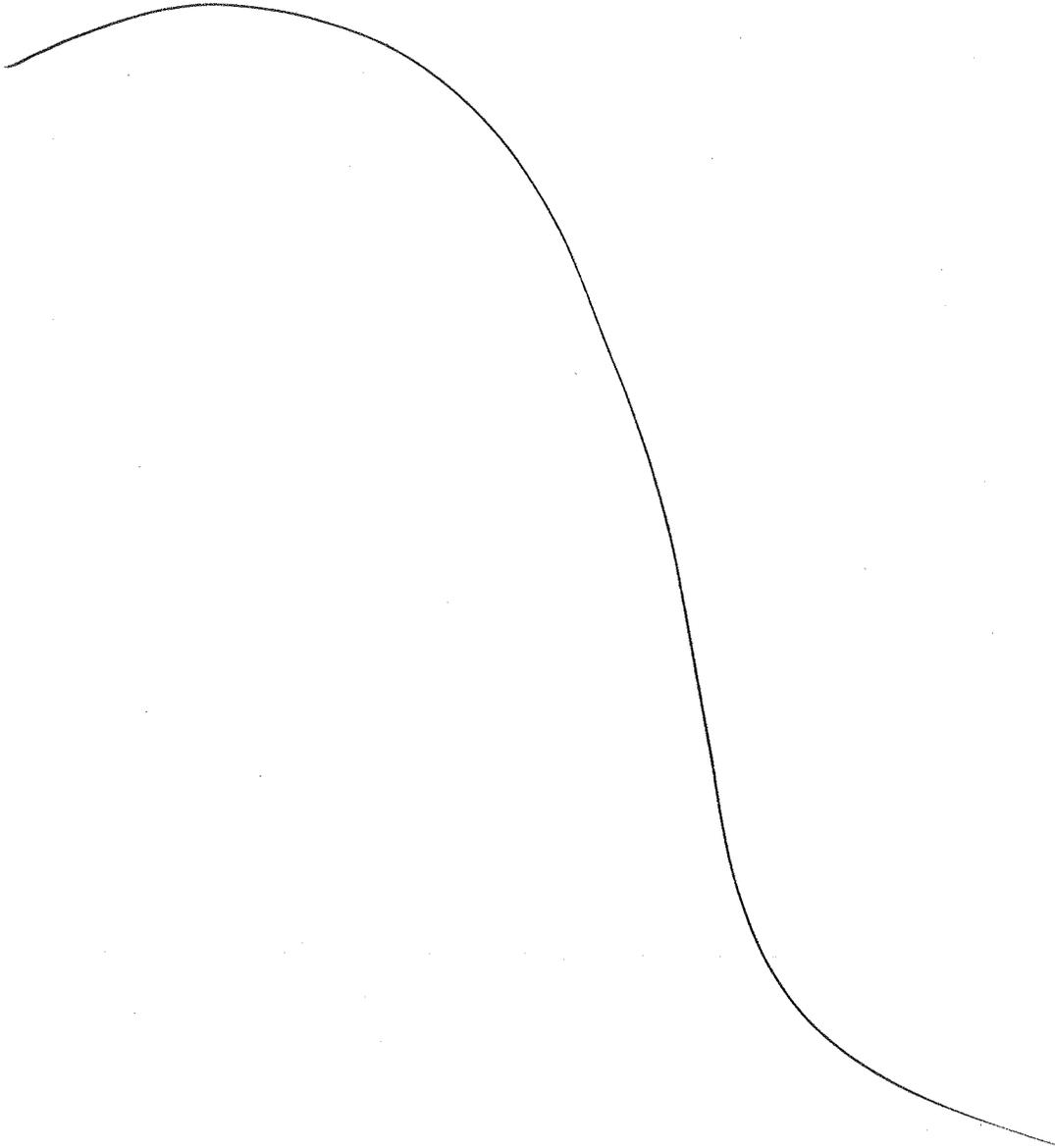
<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> US Department of HUD	<b>7. Federal Program Name/Description:</b> Public and Indian Housing CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ unknown	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  Potterville Housing Commission 210 E Main Street Potterville, Michigan 48876	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): None	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Shanda J Wrozek</u> Title: <u>Executive Director</u> Telephone No.: <u>517-645-7076</u> Date: <u>7.11.12</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity: Potterville Housing Commission

Page 1 of 1



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## MEMORANDUM

TO: All residents of Parkview Terrace Apartments

FROM: Shanda Wrozek, Executive Director

RE: Resident Advisory Board

DATE: March 17, 2010

---

Dear Residents:

The next meeting of the Resident Advisory Board for the 2010 Annual PHA Plan and 2010-2014 Five Year Plan will be held Thursday, March 24, 2010 at 10:30 a.m. in the multi-purpose room located at 210 E. Main Street, Potterville, Michigan.

Your role in the development of the 2010 PHA Annual Plan and 2010-2014 Five Year Plan is to be actively involved in the planning and outlining. By being actively involved, I mean ensuring that the views of the residents of Parkview Terrace Apartments are represented at the scheduled meetings. You should make every effort to be informed and volunteer for the RAB in future years. I will notify you in a timely manner of all scheduled meetings.

All input received from the RAB will be discussed and considered when developing the Plans.

Sincerely,



Shanda Wrozek  
Executive Director



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## RESIDENT ADVISORY BOARD MEETING SIGN IN SHEET 2010 ANNUAL PLAN March 24, 2010

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11. \_\_\_\_\_
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15. \_\_\_\_\_

*None attended.*

*JW*



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## MEMORANDUM

TO: All residents of Parkview Terrace Apartments

FROM: Shanda Wrozek, Executive Director

RE: Resident Advisory Board

DATE: April 8, 2010

---

Dear Residents:

The next meeting of the Resident Advisory Board for the 2010 Annual PHA Plan and 2010-2014 Five Year Plan will be held Thursday, April 22, 2010 at 10:30 a.m. in the multi-purpose room located at 210 E. Main Street, Potterville, Michigan.

Your role in the development of the 2010 PHA Annual Plan and 2010-2014 Five Year Plan is to be actively involved in the planning and outlining. By being actively involved, I mean ensuring that the views of the residents of Parkview Terrace Apartments are represented at the scheduled meetings. You should make every effort to be informed and volunteer for the RAB in future years. I will notify you in a timely manner of all scheduled meetings.

All input received from the RAB will be discussed and considered when developing the Plans.

Sincerely,



Shanda Wrozek  
Executive Director



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## RESIDENT ADVISORY BOARD MEETING SIGN IN SHEET 2010 ANNUAL PLAN April 22, 2010

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*None attended.*

*SJS*



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## MEMORANDUM

TO: All residents of Parkview Terrace Apartments

FROM: Shanda Wrozek, Executive Director

RE: Resident Advisory Board

DATE: May 14, 2010

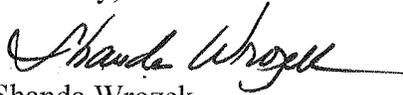
Dear Residents:

The next meeting of the Resident Advisory Board for the 2010 Annual PHA Plan and 2010-2014 Five Year Plan will be held Friday, May 28, 2010 at 10:00 a.m. in the multi-purpose room located at 210 E. Main Street, Potterville, Michigan.

Your role in the development of the 2010 PHA Annual Plan and 2010-2014 Five Year Plan is to be actively involved in the planning and outlining. By being actively involved, I mean ensuring that the views of the residents of Parkview Terrace Apartments are represented at the scheduled meetings. You should make every effort to be informed and volunteer for the RAB in future years. I will notify you in a timely manner of all scheduled meetings.

All input received from the RAB will be discussed and considered when developing the Plans.

Sincerely,



Shanda Wrozek  
Executive Director



# Potterville Housing Commission

210 E. Main Street • Potterville, MI 48876

## RESIDENT ADVISORY BOARD MEETING SIGN IN SHEET 2010 ANNUAL PLAN May 28, 2010

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*No one attended.*  
*JW*

